

***Manpower and Organization***

***ANG ENLISTED GRADES PROGRAM***

This instruction establishes an enlisted grades program for Air National Guard (ANG) Traditional Guardsmen positions and establishes policies at the unit level. The instruction is applicable to all enlisted grades included in military end-strength numbers, except State Headquarters, Combat Readiness Training Centers (CRTC) and Ranges. This instruction will be implemented by Functional Area Managers (FAM)/Office of Primary Responsibility (OPR) and the Military Manpower Branch in the Manpower and Organization Division. The ANG Enlisted Grades Program is designed to ensure that enlisted grades are equitably allocated for each Air Force Specialty (AFS).

**1. Introduction.** This paragraph provides general information on the ANG Enlisted Grades Program's objectives and major program participants.

1.1. Program Objectives. The ANG Enlisted Grades Program is designed to meet the following objectives:

1.1.1. Ensure compliance with established grade percentages and Unit Type Code (UTC) tasking.

1.1.2. Provide a method/procedure that will equitably distribute enlisted grades throughout the ANG.

1.1.3. Provide FAMs/OPRs the authority to allocate grades in their areas of responsibility.

1.2. Major Participants. There are four major participants in the ANG Enlisted Grades Program and its distribution process. These participants are the FAMs/OPRs, ANG Manpower and Organization, ANG Enlisted Grades Council and the Air Force Management and Innovation Agency (AFMIA). The responsibilities for each of these participants are as follows:

1.2.1. ANG FAM/OPR. Each functional area manager is responsible for the AFS within his or her area. The FAM/OPR is responsible for ensuring that the grades allocation and distribution process supports a self-sustaining career structure for the AFS in their area of responsibility. Conducts a review of the AFS/career fields and determines a fair share distribution while maintaining a zero within-grade balance of the total grades allocated for their AFS. Attachment 1 is a list of AFS and the responsible FAM/OPR.

1.2.2. ANG Manpower and Organization. Military Manpower Requirements Branch (ANG/XPMM) manages the ANG Enlisted Grades Program. This is accomplished by ensuring that the program parameters and percentage constraints are established and being complied with. Coordinating the maintenance of the ANG Enlisted Grades Allocation Model and providing formal justification to AFMIA for required model changes. ANG/XPMM is also responsible for accurately reflecting and maintaining the enlisted grades in the Manpower Data System.

1.2.3. ANG Enlisted Grades Council. This council is co-chaired by the Command Chief Master Sergeant (NGB/CFC) and a Manpower Representative from ANG/XPMM. The council consists of three members from the Enlisted Field Advisory Council (EFAC) and FAMs/OPRs representatives depicted in Attachment 1. The council will, at a minimum, review the enlisted grade structure once every three years, or sooner, if required by mission or significant manpower requirement changes. The Director, ANG, can direct an enlisted grade review at any time deemed necessary.

1.2.4. AFMIA. This agency is responsible for maintaining a separate enlisted grade allocation model for ANG. AFMIA developed the model specifically for ANG and will adjust or modify the model according to a formal written request with sufficient justification for any changes.

## **2. Enlisted Grade Percentages, Program Parameters and Model.**

2.1. ANG Enlisted Grade Percentages. The percentages are the corner stones of the ANG Enlisted Grades Program, are defensible to the Air Staff, are not to be exceeded, and are a percent of ANG funded end-strength numbers.

2.1.1. CMS 2%

2.1.2. SMS 5%

2.1.3. MSG 18.5%

2.1.4. TSG 25.5%

2.1.5. SSG 49% (SrA have been converted to SSgt)

2.2. Enlisted Grade Parameters. FAMs/OPRs will maintain zero balance realignments and tiered progression within AFS codes. Each FAM/OPR controls grades for the AFS generated by end strength numbers (funded authorizations) in their area. They are also responsible for maintaining UTC integrity for assigned UTCs. Each FAM/OPR will be responsible for determining *fixed* AFS grade requirements in their area, i.e., fixed enlisted aircrew grades, also, AF & ANG policies fixed First Sergeant, Recruiters and CCM grades, etc. St Hqs, CRTCs and Ranges are exempt from this policy. Other ANG policy and or ANG Manpower Standards determine their grades.

2.3. ANG Enlisted Grades Allocation Model. This model is designed to ensure that enlisted grades are equitably distributed and at the same time ensure that grade percentages are met. The model can be downloaded into personal computers (PCs) and automates significant portions of the grade allocation process. The model also develops initial grade allocations, allows for adjustments during the FAM/OPR review, allowing FAM/OPR to target these allocations by AFS, and helps to determine that final grade percentages are within approved parameters. HQ USAF/XPM, following a request from AFMIA, captures the ANG end-strength numbers, funded authorizations only, from the Manpower Data Systems (MDS) Unit Authorization File (UAF) and provides this data to AFMIA. The data is then downloaded into the model program on a CD-ROM and forwarded to ANG/XPMM for use in managing and implementing the grades allocation portion of the ANG Enlisted Grades Program. ANG/XPMM arranges council members access to the model for data analysis and grade determination in their areas of responsibility.

## **3. Application Time Frame.**

The initial ANG Enlisted Grades Allocation Process will be implemented during Nov 99 – Apr 00, and reapplied in three-year increments unless directed by ANG/CF to accomplish the process at an earlier date. Major weapon system changes, major mission additions or changes, could also generate a requirement to implement the allocation process in an earlier time frame. The ANG Enlisted Grade Council will meet prior to each allocation time period to determine specific AFS grades and to facilitate the grade allocation process requirements. ANG/XPMM will schedule the council meetings. Each FAM/OPR will work with ANG/XPMM to develop new planning documents (PD) reflecting grade changes generated by the allocation process. Manpower will distribute the new PDs to the affected units and ensure that the grade changes are entered into the MDS.

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**Major General, USAF**  
**Director, Air National Guard**

**OFFICIAL**

**DEBORAH GILMORE**  
**Chief**  
**Support Services**

**Attachment**  
**FAM/OPR Air Force Specialty Responsibilities**

## Attachment

## FAM/OPR AIR FORCE SPECIALTY RESPONSIBILITIES

1. ANG/DOOM	2. ANG/DOBR	3. ANG/DOC	4. ANG/LGL
- 1A	1C1	1C0	2A
1A1	1C5	1C3	2F0
1A2	1C6	1C4	2G0
1A3		1T1	2M0
1A4		1W	2P0
1A5			2R0
1C2			2R1
1N0			2S0
1N1			2T0
1N2			2T1
1N3			2T3
1N5			2T4
1S0			2W0
1T2			2W1
2T2			6C0
4N0			
8A0			
5. ANG/SCMT	6. ANG/CEX	6a. ANG/HC & XPMM	
2E0	3E0	3H	
2E1	3E1	3U	
2E2	3E2		
2E4	3E3		
2E6	3E4	3S0	
3A0	3E5	3S2	
3C0	3E6	8R0	
3C1	3E7		
3C2	3E8		
3C3	3E9		
3V0	3M		
3R0			
7. ANG/SGXE		6b. ANG/DP	
4X			
5R			
8. NGB/CFC		6c. ANG/DOFO	
8F		3P	
9E		5J	
		6d. NGB/PA/FP & ANG/XPMM	
		3N	
		3S1	
		6e. ANG/FM	
		6F	